**NSSP Weekly Report**

# **NSSP Week Ending 07/14/2017 POC: Alan Davis**

# NSSP Items This Week

# The NSSP IT project operates with two primary sub-projects for tracking purposes: (1) Development and (2) Technical Assistance. The Onboarding project is a sub-project of Technical Assistance. Several charts depicting the weekly status of these projects, as well as glossary of chart terms, can be found in the Appendix.

# Development Sprint Chart

In order to perform Earned Value Management, the BioSense/NSSP IT project team will begin estimating sprints in hours and not sprint points. Earned value project/performance management (EVPM) is a project management technique for measuring project performance and progress in an objective manner. In this version of a sprint burn down chart the red line going down represents the value earned (work completed against the estimate) and the green line represents the hours worked. 

# Development Velocity Summary – Last 5 Sprints

| **Sprint and Start Date** | **Sprint Items** | **Sprint Backlog Total Time (hours)****Initial + Changes** | **Scope Changes****(hours)** | **Sprint Velocity****Time (hours) Completed** | **Time (hours)****Unfinished** |
| --- | --- | --- | --- | --- | --- |
| Sprint 67, 07/03/17 | 48 | 826 | 32 | 499 | 327 |
| Sprint 66, 06/19/17 | 68 | 979 | 100 | 651 | 328 |
| Sprint 65, 06/05/17 | 61 | 720 | 120 | 324 | 276 |
| Sprint 64, 05/22/17 | 69 | 656 | 10 | 200 | 446 |
| Sprint 63, 05/08/17 | 80 | 680 | 50 | 369 | 261 |

 *Note*: Negative scope hours are reflective of items taken from the sprint over a two week period (sprint start and end).

# Key Accomplishments (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements  | * Master Facility Table (MFT)
	+ Reviewed UI requirements with new team member.
* Active Directory
	+ Prioritized remaining requirements for product demo.
* Access Management Center (AMC)
	+ Reviewed AMC Enhancements with development team.
 |
| System Development & Maintenance  | * Server Upgrade
	+ Performed SQL monitoring and replication checkups.
	+ Investigated operational and replication issues.
	+ Initiated development of SQL Server instances for Staging in the new environment.
	+ Started development of replication environment for Staging (i.e. Stage-Archive to DataMart)
	+ Resolved connectivity issues in new environment.
	+ Monitored Stage-Archive SQL Jobs in new environment and troubleshot issues.
	+ Corrected SNC server “Double Hop” issue.
	+ Performed verifications with the Archive server to ensure Legacy conversions can be picked back up.
	+ Began research on the SQL Server 2016 Enterprise resource governor in preparation for designing implementation in the environment.
	+ Completed indices for Production server.
	+ Initiated creation of indices for Staging server.
	+ Executed STAGE\_ARCHIVE migration including setting up the new user “ESSENCE transfer”; creating new db\_executor role; confirming jobs were using the new user/role.
	+ Supported testing for AMC in Production.
* Active Directory
	+ Began code development for user story “As a Super/Site Admin, I want to be able to see AD Password Status”.
	+ Deployed AMC Active Directory Integration on integrationtest.
	+ Deployed demo for AMC Active Directory integration on old database.
	+ Successfully developed and tested use case “AMC: As a user without PIV card requirement, I want to login to AMC application using one User name and password”.
	+ Successfully developed and tested use case “AMC AD: As a site admin or super admin, I want to be able to add a new user to AMC and Active Directory”.
* Access Management Center (AMC)
	+ Performed required database changes for AMC Account Status changes.
	+ Completed setup of AMC database scripts in BitBucket.
* Other
	+ Completed review and deployed BioSense Lights on weekly report revisions.
 |
| Data Onboarding  | * New Sites
	+ Finalized New Site Onboarding Window schedule with leadership team.
	+ Finalized communications for New Site Onboarding candidates.
* MFT Updates
	+ Created tickets in Onboarding Support Project (OSP) for MFT Updates.
* Feed Issues
	+ Resolved dataflow issues with Alex Michaud for feeds
	+ Reviewed dataflow investigation SOP diagrams and sent to Onboarding team for documentation.
	+ Resolved dataflow issues.
	+ Investigated PW authenticated feeds.
 |
| Technical Support  | * External
	+ Resolved RStudio access issue for external user.
* Internal
	+ Installed and configured SAS 9.4 on new servers.
	+ Assisted Biosense Platform team with PHINMS upgrade plans to meet TLS security requirements.
 |
| Data Analytics  | * Legacy
	+ Drafted legacy update for the NSSP Newsletter.
	+ Completed quality assurance review for PHINMS data. Sites will be alerted to review their data once the new DataMart connection is set up.
	+ Completed loading a site’s legacy data into ESSENCE.
* Data Quality
	+ Identified defects discovered during the Legacy conversion process then coordinated with developers to fix and deploy updated code, as well as update damaged records where applicable.
	+ Reviewed data completeness for site’s legacy data.
	+ Investigated issue related to CSV fields in site data.
	+ Conducted quality assurance and drafted communications regarding legacy conversion to CDC and external sites.
	+ Assisted ADM team with code refinement for Legacy quality assurance.
	+ Developed character limit code and sent to ADM team for documentation.
	+ Completed quality assurance changes to site legacy conversion
* Other
	+ Produced Weekly Legacy Conversion Status One Pager.
	+ Issued meeting notes for the Legacy Weekly Check-in with Analytics and Data Management (ADM).
	+ Adjusted Site Profile Table based on ADM input.
	+ Organized agenda and minutes for JHU call.
 |
| Training and Communication | * JIRA/Service Desk
	+ Assigned unassigned JIRA tickets.
	+ Followed up on JIRA tickets relating to server upgrade issues.
	+ Researched help desk metrics.
* Server Upgrade
	+ Executed communications plan for server upgrade.
 |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * Master Facility Table (MFT)
	+ Begin development of user story backlog and acceptance criteria.
* Access Management Center (AMC)
	+ Review and prioritize AMC enhancements in backlog.
 |
| System Development & Maintenance | * Server Upgrade
* Active Directory (AD)
	+ Perform required AMC AD and Account Status changes alongside development team.
	+ Perform SQL API changes as needed to support AMC AD changes.
	+ Create database queries that output Windows PowerShell scripts to create and manage users.
 |
| Data Onboarding | * New Sites
	+ Develop NSSP Validation Guide for New Site Onboarding Window 2.
	+ Analyze site onboarding statistics and send them recommendations for resolving onboarding issues.
* Master Facility Table
	+ Initiate planning for Quarter 3 MFT updates.
	+ Perform MFT Updates that were delayed due to server transition.
* Other
	+ Develop NSSP Onboarding Quarterly Report for Q2 2017.
* Feed Issues
	+ Create technical insights with the Data Investigation SOP diagrams with Onboarding team.
	+ Follow up with email communication for the feeds with data drops on the Lights on Report.
	+ Reprocess site records that are being exceptioned into Production.
	+ Investigate possible solutions to semicolon issue.
 |
| Technical Support | * Internal
	+ Complete SAS 9.4M4 installation.
	+ Create document detailing how to add users to SAS.
 |
| Data Analytics | * Legacy
	+ Facilitate access provision to the new DataMart PHINCONV\_Archive.
	+ Perform sFTP conversions for sites.
	+ Load legacy data into ESSENCE.
* Data Quality
	+ Investigate semicolon defect and possible resolution.
	+ Conduct quality assurance and draft communications related to legacy data.
 |
| Training & Communication | * Send patching communications to users.
 |

# New/Significant Project Issues/Risks/Scope Changes for Current Sprint

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **ID** | **Description** | **Mitigation/Action Taken** | **Status** | **Owner** |
| Risk | R012 | Amazon infrastructure issues may affect BioSense Platform infrastructure. | Monitor Amazon performance and prioritize and respond to issues as determined by the project team. | Monitor | Mike Coletta |
| Risk | R013 | The development, testing, and staging environment AMC applications are not independent systems. Existing connections between each may lead to issues when new development is implemented | The team will work to identify a long term solution to separate the applications (AMC & ESSENCE) in each environment. In the short term, they will create and adhere to SOPs and checklists for releasing new builds in each environment | Monitor | Mike Coletta |
| Risk | R014 | High volume of project and support tasks is limiting resources available for Onboarding | New Onboarding team member has been hired. Team is supporting Onboarding needs as new staff is learning the role.  | Monitor | Mike Coletta |
| Risk | R015 | We need to secure (SSL/Certificates) Active Directory and Ldap. | All critical operations such as encoded password, enable, and disabled accounts cannot be done on an unsecured connection. Will need help from system admin to secure (SSL/Certificates) active directory-ldap on test domain controller. | Monitor/Research | Mike Coletta |
| Risk | R016 | Server Transition SQL directives unclear. May need to perform MFT fixes/Reprocessing again on the new Archive server | Server Transition SQL directives unclear. May need to perform MFT fixes/Reprocessing again on the new Archive server | Monitor/Research | Mike Coletta |

System Maintenance, Updates and Outages

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) Time(s) of Outages/Updates/Patches** | **Estimated Downtime** | **Reason** | **Expected or Unexpected** |
| July 10 to July 14, 2017 | 4 days | Staging Server Upgrade | Expected |
| **Production ESSENCE Restarts** |
| **Week** | **Number of ESSENCE Restarts** |
| 07/10/17 – 07/14/17 | 19 |

# Requirements Status and Agile Development Activities (Sub-task 2.3.2 & Sub-task 2.3.6)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Last Week's Activities** | **%****Complete** | **Upcoming Activities** |
| Data Flow  | 06/09/2017 | Refined requirements for server upgrade; updated JIRA tickets to assign work | 100% | Execute on the plan and update CDC with developments and progress. |
| Access & Management Center | 06/12/2017 | Planned release for end of June; started development. Revised UI and fixed bugs. Tested again with 99% pass. Working on fixing final bugs/defects. | 90% | Deploying to Staging and Production next week.  |
| Master Facility Table | 07/14/2017 | Updating requirements documentation.  | 60% | Continue updating requirements documentation.  |
| Reporting  | 06/16/2017 | Continued working on trigger action SOP. Made cosmetic changes to report. Added new tables to reports in Staging per CDC request.  | 75% | Continuing to work on draft SOP. Finalize new additions in Production.  |

# Community Enhancement Requests

| **Enhancement Type** | **Key** | **Summary** | **Status** | **Created** | **Updated** |
| --- | --- | --- | --- | --- | --- |
| ESSENCE Support | NTA-989 | ZIP query –Issues creating a ZIP code count of visits in table | Open | 05/17/2017 | 05/10/2017 |
| Improvement | NTA-704 | Non-required fields in DQ report; NTA- 661 | Active | 04/04/2017 | 06/08/2017 |
| Improvement | NTA-1272 | Data Description – request to see if the rule for a data source is set to aggregate or aggregate and data details in AMC | Active | 07/13/17 | 07/13/2017 |
| ESSENCE Support | NTA-1261 | ESSENCE is incorrectly parsing “suicide intention” visits to “substance inhalation” | Open | 07/12/17 | 0712/2017 |

**Appendix**

# Status of This Week’s Technical Assistance Requests

# In order to monitor the quality of service provided to external users, the BioSense/NSSP IT project team measures the number of technical assistance requests received in a given week against the number of requests resolved. In this chart you can see the breakdown by issue type of the received requests, as well as the status of the requests.

# Status of This Week’s Development Requests

# In order to track the progress of the sprint, the BioSense/NSSP IT project team measures the number of development tickets created and resolved on a weekly basis, as well as the overall number of open tickets left to be resolved. In this chart you can see the breakdown by ticket issue type and the status of the tickets.

# Development and Technical Assistance Tickets for Current Sprint

The below Chart displays the total number of tickets created this week for the functional development of the current sprint. The chart breaks down the tickets based on the Priority Rubric they were created under.

# Status of This Week’s Onboarding Requests

# In order to monitor the onboarding progress of new sites, the BioSense/NSSP IT project team measures the number of onboarding tickets created and resolved on a weekly basis, as well as the overall number of open tickets left to be resolved. This information allows the project team to quickly analyze pain points and work to resolve them.

# Chart Glossary

| **Term** | **Definition** |
| --- | --- |
| **Technical Assistance JIRA Ticket Types** |
|  Feat. /Func. Suggestion | A feature or functionality suggested by users/stakeholders. |
|  Onboarding | An onboarding-related technical item. |
|  Processing | A request/item that relates to data processing. |
|  Questions | Any questions for the technical assistance team, e.g. HL7 mapping guide. |
|  Tech. Issue - Backend | A technical issue with the backend of the BioSense system. |
|  Tech. Issue - Frontend | A technical issue with the frontend of the BioSense system. |
|  User Accnt/Access | A user account or access request, e.g. R Studio access. |
|  Other | Other technical requests, e.g. request for new certificates. |
| **Development JIRA Ticket Types** |
|  Task/Sub-Task | A development-related issue or request. |
|  Improvement | A suggested change to the system. |
|  New Feature/Function | A suggested new feature to the system. |
|  Bug | A development-related issue or defect. |
| **Status** |
|   **Open** | The item/ticket is in queue. |
|  **Active** | The item/ticket is in progress. |
|  **Inactive** | Work on the item/ticket has started, but is on hold for a particular reason. |
|  **Waiting for Customer/Support** | The item/ticket is being worked on and is waiting on a reply from the customer or support. |
|  **Resolved** | The item/ticket is done, but needs to be reviewed. |
|  **Complete** | The item/ticket is done and has been reviewed. |
|  Re-opened | After being resolved or complete, the ticket is re-opened for a particular reason. |
|  Priority Rubric | The development and technical assistance tickets grouped by BioSense Platform functional area |
| **Other Items** |
|  BTA | BioSense Technical Assistance. Item/tickets related to technical assistance and coming through the Help Desk. |
|  BA | BioSense Agile. Items/tickets related to development or feature requests or backlog. |
|  Agile | Software development methodology to create requirements and solutions. |